



U.S. DEPARTMENT of STATE

Your Local Passport Agent:

*Office of the County Clerk
Jefferson County
320 S. Main St. Rm 109
Jefferson, WI 53549
920-674-8630*

PASSPORT BOOK and PASSPORT CARD APPLICATION PROCEDURES

*All applications must be completed in **BLACK INK.***

Passport Book: Valid for travel by air, sea or land.

Passport Card: **NOT VALID FOR AIR TRAVEL.** Valid for land and sea crossings between the U.S. and Canada, Mexico, Bermuda and the Caribbean only.

BRING THE FOLLOWING WITH YOU WHEN APPLYING FOR A PASSPORT BOOK OR PASSPORT CARD IN OUR OFFICE

- 1. Proof of U.S. Citizenship (bring one document)**
 - A.** Expired U.S. Passport
 - B.** Naturalization Certificate or Certificate of Citizenship if Born Abroad
 - C.** Certified Copy of Birth Certificate if Born in the United States; it must show:
 1. name of the child (including given name)
 2. date of birth
 3. place of birth
 4. date the certificate was filed in the registrar's office – date must be within one year of birth
 5. signature of registrar and authorized seal of that office

IMPORTANT

***Hospital Birth Certificates and Baptismal Certificates
Are Not Acceptable!***

2. Identification (bring one)

- A. Driver's License (not a temporary or Learner's Permit)
- B. Naturalization Certificate or Certificate of Citizenship
- C. Official Military I.D. (current)
- D. Valid U.S. Passport

Additional I.D. will be required if using the following types E through G. Possibly an Affidavit of "Identifying Witness" form while in our office. (Please check with a license representative in our office concerning these).

- E. State Picture ID Card
- F. Government ID Card (Federal, State or Municipal); or Work ID with Picture
- G. Pilot's License
- H. Minors (persons under 18 years of age)
 - 1. **All** minors must have their own passports, regardless of age.
 - 2. **All** minors must be present at time of application. **Both** parent's signatures are required for all minors under the age of 16. Parents will sign the application using their own ID. If one parent is unable to be present a *notarized* Statement of Consent: Issuance of a Passport to a Minor Under Age 16 must be submitted. This form (Form DS-3053) is available from the County Clerk's office or at www.travel.state.gov.
 - 3. Minors between 16 years and 18 years must sign the application. One parent will be needed for signature and ID purposes.
 - 4. Minors between 16 and 18 years may use their own ID if they have a valid driver's license, **BUT** parental signature is still required and parent's ID may be used on the application.

3. Photos (2 photos are required)

- A. They must be ***duplicates***
- B. Size: 2 inches by 2 inches, image size not less than 1 inch nor more than 1 3/8 inches from the bottom of the chin to the top of the head, including hair
- C. They must be in color

- D. The background **must** be white or off-white. Other colors are not acceptable
 - E. Subject must be looking right at camera – no side views
4. **Fees** (The passport fee **must** be paid by check or money order. If both the passport fee and execution fee will be paid by check, **two** separate checks must be submitted.) A separate check or money order is required for each application.

ADULTS (Persons 16 years of age or older). Passport will be good for ten years.

- A. **Passport Book Fee** (effective July 13, 2010) – Submit a personal check or money order payable to: **U.S. Department of State for \$110.00**. If expedited service is necessary there will be an **add'l \$60.00** fee.
- B. **Passport Card Fee** (effective July 13, 2010) – Submit a personal check or money order payable to: **U.S. Department of State for \$30.00**.
- C. **Execution Fee** – This may be paid by check, money order or cash. The fee is **\$25.00 per application**. If paid by check or money order, it is made payable to: **Jefferson County Clerk**

MINORS (Persons under 16 years of age). Passport will be good for five years.

- A. **Passport Book Fee** (effective July 13, 2010) – Submit a personal check or money order payable to: **U.S. Department of State for \$80.00**. If expedited service is necessary there will be an **add'l \$60.00** fee.
- B. **Passport Card Fee** (effective July 13, 2010) - Submit a personal check or money order payable to: **U.S. Department of State for \$15.00**.
- C. **Execution Fee** – This may be paid by check or money order or cash. The fee is **\$25.00 per application**. If paid by check or money order, it is payable to: **Jefferson County Clerk**.

Minors under the age of 16 who have a previously issued passport are **required to submit that passport along with a certified copy of their birth certificate to show evidence of relationship between the minor applicant and parent(s).**

5. Social Security Number – *Please have this with you when you apply.*

NOTE: Apply for your passport early to insure you receive it in time. If you have any questions or special needs, please call ahead for help. Once issued, the passport will be mailed directly from the Passport Office to your mailing address as indicated on your application. Allow up to **6 weeks** to receive your passport by regular mail and processing. If leaving within this period of time, please inquire about **expedited** application procedures.

PASSPORT RENEWALS

Renewal of a passport book or passport card is done through the mail provided you meet the following criteria:

- 1. You can submit your most recent passport book or card.*
 - 2. You were at least 16 years old when your most recent passport book or card was issued.*
 - 3. You were issued your most recent passport book or card less than 15 years ago.*
 - 4. Your name is the same as on your most recent passport book or card; or you can submit proper original documentation (certified copies) to reflect your name change.*
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To renew your passport book or passport card you must complete renewal form **DS-82**.

<p>MORE INFORMATION AND APPLICATION FORMS ARE AVAILABLE AT: www.travel.state.gov</p>
